

**THE NAVAL SURFACE WARFARE CENTER
CARDEROCK DIVISION QUALITY PROCEDURES**

Title: Pre-registration Internal Audit Process (for New Pilot Programs)	Number: 00-0000-172-03	Revision Number: 0	Date Effective: <i>5 Mar 97</i>
	Prepared By: K.Colville, D. Griggs	Approved By: Sondra D. Gutkind	Page: 1 of 3

17.0 PURPOSE

To outline the Internal Audit process for New Pilot Programs seeking to join the Division Management System.

17.1 SCOPE

This procedure applies to the internal audits conducted by New Pilot Programs attempting to join the Division Management System (DMS).

17.2 RESPONSIBILITIES

17.2.1 Division ISO Program Manager (DISOPM) is responsible for providing internal auditor training as identified and requested by the New Pilot Programs.

17.2.2 New Pilot Program Department Head (PPDH) is responsible for:

17.2.2.1 Assigning New Pilot Program Internal Auditor Trainees.

17.2.2.2 Supplying at least two auditor trainees regardless of size of Pilot Program. General rule is one auditor for every 20 employees.

17.2.2.3 Scheduling and implementing an internal audit of all 20 elements of the Division Management System prior to the registration audit by external auditors.

17.2.3 Division Lead Auditor (DLA) is responsible for:

17.2.3.1 Providing at least one fully qualified and experienced internal auditor to supervise and train the new pilot program internal auditor trainees.

17.2.3.2 Assisting the PPDH in scheduling and implementing the pre-registration internal audits.

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17.2.3.3 Authorizing final qualification of auditor trainees when they have met all requirements.

17.2.4 New Pilot Program Auditor Trainees are responsible for:

17.2.4.1 Attending DMS Internal Auditor Training Course.

17.2.4.2 Conducting a pre-registration internal audits under the instruction of a qualified auditor.

17.2.4.3 Committing to participate in at least four internal audits after qualification as a DMS internal auditor.

17.3 DEFINITIONS

None.

17.4 PROCEDURE

17.4.1 The PPDH will, in accordance with the registration process timeline, select internal auditor trainees and arrange the required training resources with the assistance of the DISOPM.

17.4.2 The PPDH will schedule pre-registration internal audits of all 20 elements of the Division Management System (DMS) with the assistance of the DLA.

17.4.3 The DLA will assign a qualified, experienced auditor to supervise and assist the internal auditor trainees during the pre-registration internal audits.

17.4.4 The auditor trainees will execute the pre-registration internal audit schedule under instruction of the qualified, experienced auditor.

17.4.5 The auditor trainees will record any findings and notes of the audit using [00-0000-172-01](#).

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17.4.6 The Auditor Trainees will forward findings/notes to the DLA for inclusion in the Pre-registration internal audit report. Completed checklists and any Corrective/Preventive actions will be filed with the report.

17.4.7 The Pre-registration Internal Audit report will be distributed at a minimum to the DISOPM, the DLA, PPDH, the supervisor and branch head of the areas audited.

17.5 REFERENCES

17.5.1 DQP [00-0000-172-01](#)

17.6 RECORDS

17.6.1 Pre-registration Internal Audit Schedule

17.6.2 Pre-registration Internal Audit report

17.6.3 Internal Auditor training record